



Schedule
Contract GS-23F-0027X

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

FINANCIAL AND BUSINESS SOLUTIONS
FSC Group 520



Arthur Lander C.P.A., P.C.
A professional corporation

3130 N. 10th Street
Arlington, VA 22201-2108

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www.arthurlander.com

Contract Number:	GS-23F-0027X
Contract Period:	Dec. 22, 2010 – Dec. 21, 2015
Contract Administration:	Arthur Lander, President
Email address:	artlander@aol.com
Business Size:	Small Business
Date:	January 18, 2011

Prices Shown Herein are Net (Discount Deducted)

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at <http://fss.gsa.gov>

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system.

The internet address for *GSA Advantage!* is: <http://GSAAdvantage.gov>

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Customer Information

1a.	Awarded Special Item Number (SIN):	SIN 520 11 Accounting
1b.	Award pricing for base period of five years:	Please see page 5.
1c.	Labor category descriptions:	Please see page 6.
2.	Maximum order:	\$1,000,000.00
3.	Minimum order:	\$100.00
4.	Geographic coverage:	Domestic and overseas.
5.	Points of production:	Arlington County, Virginia
6.	Discount from list prices:	Prices shown are net (discount deducted).
7.	Quantity discounts:	Not applicable
8.	Prompt payment terms:	To be negotiated at the task order level.
9a.	Government purchase cards <i>above</i> the micro-purchase level:	Yes, accepted.
9b.	Government purchase cards <i>below</i> the micro-purchase level:	Yes, accepted.
10.	Foreign items:	Not applicable.
11a.	Time of delivery:	To be negotiated at the task order level.
11b.	Expedited delivery:	Contact contractor for availability and rates.
11c.	Overnight and 2-day delivery:	Contact contractor for availability and rates.
11d.	Urgent requirements:	See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12.	F.O.B. point(s):	Destination.
13a.	Ordering addresses:	Arthur Lander, CPA, PC 3130 N. 10 th Street Arlington, Virginia 22201-2108

- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. **Payment address:** Arthur Lander, CPA, PC
3130 N. 10th Street
Arlington, Virginia 22201-2108
15. **Warranty provision:** Not applicable.
16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level):** None.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
20. **Terms and conditions of repair parts:** Not applicable.
- 20a. **Terms and conditions of any other services:** Not applicable.
21. **List of service and distribution points:** Not applicable.
22. **List of participating dealers:** Not applicable.
23. **Preventative maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes:** Arthur Lander, CPA, PC is environmentally conscious and reduces waste by scanning documents in-office and utilizing a secure document shredding service that recycles.
- 24.b **Section 508 compliance:** Not applicable.
25. **Data Universal Numbers System (DUNS) #:** 198156945
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered; valid until 10/22/2011

Company Description

Arthur Lander, CPA, PC has thirty years of experience in the financial and business solutions field, offering a full spectrum of services. The firm's accounting services include bookkeeping, financial statement preparation, financial and service audits, client representation in IRS audits, tax return preparation, payroll preparation, software installation and the development of and training in accounting systems. The firm has been responsible for providing accounting services to businesses ranging in size from small to multi-state to international.

The principal's additional experience in the field of professional legal services and business brokerage gives Arthur Lander, CPA, PC the unique ability to approach accounting problems with an understanding of the legal concepts involved.

Pricing for Base Period of Five Years

SIN 520 11 - Labor Category Hourly Rates: Accounting Services					
Labor Category	GSA Rate 12/22/10 – 12/21/11	GSA Rate 12/22/11 – 12/21/12	GSA Rate 12/22/12 – 12/21/13	GSA Rate 12/22/13 – 12/21/14	GSA Rate 12/22/14 – 12/21/15
Principal	\$328.30	\$334.87	\$341.56	\$348.39	\$355.36
Senior Accountant	\$147.00	\$149.94	\$152.94	\$156.00	\$159.12
Managing Accountant	\$107.80	\$109.96	\$112.16	\$114.40	\$116.69
Staff Accountant	\$83.30	\$84.97	\$86.67	\$88.40	\$90.17
Accounting Clerk	\$44.10	\$44.98	\$45.88	\$46.80	\$47.74

SIN 520 11 - Labor Category Hourly Rates: QuickBooks Consulting					
Labor Category	GSA Rate 12/22/10 – 12/21/11	GSA Rate 12/22/11 – 12/21/12	GSA Rate 12/22/12 – 12/21/13	GSA Rate 12/22/13 – 12/21/14	GSA Rate 12/22/14 – 12/21/15
Principal Consultant	\$328.30	\$334.87	\$341.56	\$348.39	\$355.36
Staff Consultant	\$83.30	\$84.97	\$86.67	\$88.40	\$90.17

*In accordance with Clause I-FSS-969, prices are increased 2.0% per annum, effective on the anniversary date of the contract.

Labor Category Descriptions

Employees perform the following accounting services to varying degrees based on certification, experience, training, and technical ability:

- Transaction and data analysis, processing, classification, and summarization
- Bridging over gaps in accounting records
- Assistance in devising new or revised accounting policies and procedures
- Improvement of accounting operations
- Resolution of accounting issues
- Resolution and implementation of audit findings
- Assessment of accounting internal controls
- Improvement of operating efficiency and effectiveness
- Tax preparation on a national scale
- Tax research on a national scale
- Ensuring compliance with state and federal statutes, codes, and laws

Principal – The principal of the firm has the highest level of responsibility for all aspects of company, contractual, and administrative operations. The principal resolves compliance issues, approves all accounting matters and interacts directly with clients. The principal directly supervises and reviews work performed by senior accountants. The principal must demonstrate superior oral and written communication skills. The principal must have over thirty years of experience in the accounting field including, but not limited to, tax preparation, financial auditing, financial statement preparation, and representation in IRS audits. The principal must hold at minimum a master's degree. The principal must be a CPA and meet AICPA continuing education requirements.

Senior Accountant – Senior accountants handle the more complex accounting issues and tax returns. The senior accountants supplement the skills of the principal to cover a broader range of service areas. The function of the senior accountants includes overall supervision of the work produced by managing accountants. Senior accountants must have over fifteen years of experience in the accounting field including tax preparation, bookkeeping and financial statement preparation and are proficient in Intuit QuickBooks, Intuit ProSeries, Microsoft Excel, and other accounting software packages. Senior accountants must hold at minimum a master's degree. Senior accountants who are CPAs are required to meet AICPA continuing education requirements.

Managing Accountant – Managing accountants handle complicated accounting issues, bookkeeping, and tax returns. Managing accountants apply their analytical and technical skills to perform complex accounting and account reconciliation tasks. Managing accountants are also responsible for drafting correspondence. Additionally, managing accountants oversee the work of the accounting clerks and staff accountants. Managing accountants must have over six years of experience in the accounting field including work in transaction analysis, classification, and tax preparation, as well as proficiency in Intuit QuickBooks, Intuit ProSeries, Microsoft Excel, and other accounting software packages. Managing accountants must hold at a minimum a bachelor's degree.

Staff Accountant – Staff accountants handle perform basic accounting duties, including data entry, bank reconciliations and basic tax returns. Staff accountants must have over one year of experience in the accounting field including work in data entry, transaction analysis, classification, as well as proficiency in QuickBooks, Microsoft Excel, and other accounting software packages. Staff accountants must hold at a minimum a bachelor's degree.

Accounting Clerk – Accounting clerks perform basic clerical tasks including data entry, bank reconciliation, and preparation of business licenses, and provide administrative support for work performed by accountants. Accounting clerks must have a proficiency in data entry, transaction analysis, classification, as well as in Microsoft Office and Excel. Accounting clerks must hold at a minimum a high school diploma and be working towards a bachelor's degree.

Employees perform the following QuickBooks consulting services to varying degrees based on certification, experience, training, and technical ability:

- Assistance in devising new or revised accounting policies and procedures
- Improvement of accounting operations
- Resolution of accounting issues
- Assessment of accounting internal controls
- Improvement of operating efficiency and effectiveness

Principal Consultant – The principal consultant handles advanced QuickBooks consulting, from devising new accounting systems with the client to the training of the client to improve his or her internal operations. The principal consultant analyzes the client's current accounting policies to determine where QuickBooks would improve operating efficiency. The principal consultant uses advanced accounting knowledge to advise clients on their chart of accounts tax implications of certain income and expenses, as well as how these transactions relate to the tax return. The principal consultant must demonstrate superior communication skills, especially with regards to groups of individuals. The principal consultant must have over ten years of experience in using accounting systems and accounting software. Additionally, the principal consultant must also have at minimum ten years of experience in training individuals to use accounting software. The principal consultant must hold at minimum a master's degree. The principal consultant must be a Certified QuickBooks ProAdvisor with at least ten years of certification. The principal consultant must also be a CPA and is required to meet AICPA continuing education requirements.

Staff Consultant – Staff consultants handle simpler consulting sessions including the installation and initial setup of the software. Staff consultants are responsible for advising on a chart of accounts and how to use the accounts payable and receivable functions, bank reconciliation functions, backups, transaction downloads, and report generation functions. Further, staff consultants help the client understand their accounting system to improve internal controls and efficiency, as well as develop good accounting habits. Staff consultants must be familiar with all aspects of QuickBooks and must demonstrate excellent communication skills. A staff consultant must have at minimum five years of experience in using accounting systems and accounting software. Additionally, a staff consultant must hold at minimum a master's degree.